

SAMPLE MEMORANDUM - APPROVAL OF AGREEMENT WITH PRIVATE ENTITY

Memorandum

To: Director -or-
Regional Director [see paragraph 1.11a, 267 FW 1) for conditions of Regional approval]

From: Assistant Director/Regional Director/Assistant Regional Director

Subject: Request for Reimbursable Authority with [name of private entity]

In accordance with 267 FW 1, I request your approval to enter into an agreement with [name of private entity] for reimbursable work.

Consistency with the Service's National Mission

The [name of private entity] requested that the Service's [Region/field office] perform the following work:

Summary of services or product that we will provide and estimated reimbursement

We estimate that completion of this work will help to [benefits to be achieved], consistent with the Service's mission.

Why is the Service's expertise requested?

Summary of scope of work and cost of agreement.

[name of private entity] is not a prohibited source as defined in paragraph 1.12, 267 FW 1.

Upon acceptance of this agreement by both parties, [name of private entity] agrees to make an advance payment to the U.S. Fish and Wildlife Service for the agreed upon amount of \$_____.

Attachment(s)

Approved

Not Approved

Director, U.S. Fish and Wildlife Service _____
Date
-or- Regional Director [see paragraph 1.11a for conditions of Regional approval]

Comments: